



SIC ANNUAL ACTIVITIES CHECKLIST

The following checklist may be used to track School Improvement Council responsibilities for the school year. Please file the documentation in your SIC notebook/file in the school office and as outlined below.

_____ SIC elections conducted by **October 15** annually and SIC membership is in compliance with state law (must have twice as many elected members as appointed members, excluding ex-officio members, to meet the statutory ratio of 2/3 elected to 1/3 appointed). Note: Appointed community members should not be parents or staff members of the school. All SICs must submit their annual membership information via the online *SC-SIC Member Network* by **November 15** of each year.

_____ Up-to-date local SIC bylaws (to include dates reviewed and/or revised). It is recommended that an electronic copy of these bylaws be posted to the SIC section of the school's website.

_____ SIC annual goals are identified from the school's Five-Year School Improvement Plan and SIC committees are established to work on each goal, reporting back to the full SIC.

_____ Minutes, agenda and sign-in roster for all SIC meetings. (SICs should hold a minimum of eight working meetings during each school year.) It is recommended that electronic copies of meeting agendas and minutes be posted to the SIC section of the school's website in addition to being maintained in a file at the school. SIC meetings and maintenance of records should be in compliance with the state's Freedom of Information Act (FOIA).

_____ Roster of local participation in SC School Improvement Council (SC-SIC) sponsored or approved training opportunities throughout the school year. These may be regional, district or school-level trainings conducted by SC-SIC staff and/or district personnel certified to conduct such trainings.

_____ Copy of the annual *SIC Report to the Parents* distributed by **April 30** of each year. The *Report* must be written primarily by the SIC in accordance with state statute and should be submitted to the SC-SIC Member Network by **June 1** annually. (This *Report* should cover SIC activities during the school year in which it is issued.) It is recommended that an electronic copy of this *Report* also be posted to the SIC section of the school's website.

_____ Copy of the latest *SC School Report Card* issued each fall and containing the narrative written by the principal and the SIC.

SC School Improvement Council
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